

### 1.3 Availability

The Contractor must have available all personnel, equipment, and other material required to satisfactorily perform the tasks necessary to provide the capabilities or deliverable products in accordance with Section 5.6.1, Project Work Plan, and in compliance with Section 1.5, Key Action Dates and all the requirements specified in Sections 5 and 6 of this ITP.

### 1.4 Department Official

The State Department of General Services official and the mailing address to send Proposals, questions, or copies of protests are:

Mr. Reginald Banks  
Department of General Services  
Procurement Division  
P. O. Box 942804  
1823 14<sup>th</sup> Street  
Sacramento, CA 94204-0001

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### 1.5 Key Action Dates

The following page outlines the important actions, dates, and times by which the listed actions must be taken or completed. If the State finds it necessary to change any of the dates, it will be accomplished by an addendum to this ITP.

**Table 1-1: Key Action Dates**

| ACTION |  | TIME                     | DATE                  |
|--------|--|--------------------------|-----------------------|
| 1      | Release of Request for Interest (RFI)  |                          | 11/11/98              |
| 2      | Last date for RFI Response   |                          | 12/16/98 <sup>1</sup> |
| 3      | Release of ITP   |                          | 8/3/99                |
| 4      | Last date to submit questions for clarification of the ITP prior to Bidders' Conference  |                          | 8/24/99               |
| 5      | Bidders' Conference<br>(See Section 1.6 for location and map)  | 9:30 – 11:30<br>a.m. PST | 9/15/99               |
| 6      | Release of Model Contract  |                          | 10/15/99              |
| 7      | Last date for receipt of Letter of Intent to Bid, financial responsibility information, signed Confidentiality Statement, and Corporate References |                          | 9/29/99               |
| 8      | Last day to submit question for clarification of the ITP before submission of Draft Proposal   |                          | 10/6/99               |
| 9      | Last day to request a change in the ITP requirements <sup>2</sup>  |                          | 11/1/99               |
| 10     | Last day to protest the ITP requirements. <sup>3</sup>   |                          | 11/8/99               |
| 11     | Draft Proposals Due  | 5:00 p.m. PST            | 11/22/99              |

<sup>1</sup> Response to RFI is not required to participate in ITP process.

<sup>2</sup> Or five (5) days following the last Addendum that changes the requirements of the ITP. See Section 2.2.4, Questions Regarding the ITP

<sup>3</sup> Or five (5) days following the State's denial of Bidder's request to change the ITP requirements; see Section 2.5.1, Protests.